

# SPS 345 Refrigeration System Checklist

Owner: \_\_\_\_\_ Location: \_\_\_\_\_

Tag / Registration No.: R-\_\_\_\_\_ ☐ Mfg or Storage ☐ AC

Is HVAC Contractor Registration Valid? ☐ Yes ☐ No

Manufacturer \_\_\_\_\_ Yr. \_\_\_\_\_ Refrigerant Type \_\_\_\_\_ Group (circle) A1-A2-A3-B1-B2-B3

Refrigerant Amount (#) \_\_\_\_\_ Capacity Tons \_\_\_\_\_ Serial No. \_\_\_\_\_ MAWP \_\_\_\_\_

Refrigeration System			Continued		
Code Section	Item Description	X	Code Section	Item Description	X
SPS 345.07	SBD-34 Submitted – new		IMC 1105.6	Ventilation. Machinery rooms shall be mechanically ventilated to the outdoors.	
SPS 345.09 (1)	Permit to operate. (a) The owner or user of a mechanical refrigerating system shall be responsible for obtaining and maintaining a valid permit to operate. (b) The permit to operate shall be posted in the machinery room or adjacent to the entrance to the machinery room.		IMC 1105.4	Tests. Periodic tests of the mechanical ventilating system shall be performed in accordance with manufacturer's	
IMC 1105.5	Fuel-burning appliances. Open flames that use combustion air from the machinery room shall not be installed in a machinery room		IMC 1105.6.1	Discharge location. The discharge of the air shall be to the outdoors in accordance with Chapter 5.	
SPS 345.34	Installation restrictions. (1) Refrigerant piping shall not penetrate floors, ceilings or roofs.		SPS 345.36(4)	SEALING OF MACHINERY ROOMS. The machinery room doors shall be tight-fitting, self-closing and swing in the direction of egress	
SPS 345.3 (1)	Machinery Room shall contain a Refrigerant detector audible and visual alarm		IMC 1109.1	Testing required. 1. Fans and associated equipment 2. Detection and alarm systems	
SPS 345.41	Signs and identification. This is a department rule in addition to the requirements in ASHRAE 15 section 11.2: Each entrance to a refrigerating machinery room shall be provided with a legible permanent sign, securely attached and easily accessible, reading "Machinery Room - Authorized Personnel Only".		ASHRAE 8.2	Guards. Machinery with moving parts shall be guarded in accordance with approved safety standards.	

IBC 1007.2	<b>International Building Code 1007.2 Refrigeration machinery rooms.</b> Machinery rooms larger than 1,000 square feet shall have not less than two exits or exit access doors. Where two exit access doorways are required, one such doorway is permitted to be served by a fixed ladder or an alternating tread device. Exit access doorways shall be separated by a horizontal distance equal to one-half the maximum horizontal dimension of room. All portions of machinery rooms shall be within 150 feet (45 720 mm) of an exit or exit access doorway. An increase in travel distance is permitted in accordance with Section 1004.2.4. Doors shall swing in the direction of egress travel, regardless of the occupant load served. Doors shall be tight fitting and self-closing.		<b>ASHRAE 9.4.1</b>	Protection by a pressure-relief device or other approved means to safely relieve pressure	
IMC 1101.3	Protection (mechanical / SV)		<b>ASHRAE 9.7.8</b>	Pressure-relief devices discharge to the atmosphere at a location not less than 15 feet above the adjoining ground level and not less than 20 feet from any openable window, ventilation opening, or exit in any building.	
IMC 1102.1 General.	system classification, allowable refrigerants, maximum quantity		<b>ASHRAE 9.11.4</b>	Liquid receivers, if used, or parts of a system designed to receive the refrigerant charge during pumpdown shall have sufficient capacity to receive the pumpdown charge	
IMC 1103.1 Refrigerant classification.	Refrigerants shall be classified in accordance with ASHRAE 34 as listed in Table 1103.1.		<b>ASHRAE 11.1</b>	<b>Refrigerating Machinery Rooms.</b> Access to the refrigerating machinery room shall be restricted to authorized personnel.	
ASHRAE 11.2.2	<b>Controls and Piping Identification.</b> Systems shall be provided with durable signs designating: (a) Valves or switches for controlling the refrigerant flow, the ventilation and the compressor; and (b) The kind of refrigerant or secondary coolant contained in exposed piping outside the machinery room. Shall be identified per ANSI A13.1 "Scheme for Identification of Piping Systems".		<b>ASHRAE 11.2</b> <b>ASHRAE 11.2.1</b>	<b>Signs and Identification Installation Identification.</b> Each refrigerating system erected on the premises shall be provided with a legible permanent sign, securely attached and readily accessible, indicating (a) the name and address of the installer, (b) the refrigerant number and amount of refrigerant, (c) the lubricant identity and amount, and (d) the field test pressure applied.	

District Boiler Inspector

Wisconsin Credential Number